



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

KENNETH A. WELLS
CLERK OF COURT

OFFICE OF THE CLERK

TEL: 217.492.4020
FAX: 217.492.4028

Dear Juror:

We welcome you as a Petit Juror in the United States District Court for the Central District of Illinois. Please take a moment to read the following instructions and keep them available during your term of jury service. These instructions have been prepared to help answer some of the commonly asked questions about jury service. If you have any questions, you may contact the Jury Clerk at one of the divisional offices listed below, weekdays from 8:00 a.m. to 5:00 p.m.

TERM OF SERVICE:

Your term of jury service will run approximately one (1) month (for Peoria, Urbana and Springfield) or two (2) months (for Rock Island) commencing on the date you first start calling, and will conclude when you are discharged. Although you are on call, you will only be required to report for jury selection no more than a few times during your term of service. The number of times will vary depending on the needs of the Court. The jurors instructed to report are rotated within the panel to help minimize appearance dates. If you are selected for a trial that continues beyond the service period, you will be required to serve until the completion of the trial.

JUROR INFORMATION FORM AND QUESTIONNAIRE:

You **MUST** complete the Juror Information Form attached to the lower half of your summons AND the enclosed Juror Questionnaire and return them to the Court within **five (5) days** of receipt of the summons. **It is imperative that you include a home or cell phone number for use in our jury notification system.** Failure to do so may result in a notice to appear before this Court.

You can now complete the Juror Information Form and Juror Questionnaire **online** through our **eJuror** system. The Court's website will allow you to complete your juror information form and questionnaire safely and securely. Just go to <http://www.ilcd.uscourts.gov> and under "Jury Info", click on "**E-Juror**". To log on enter your nine digit participant number (located to the right of the bar code just above your name and address on the enclosed summons), enter the first three letters of your last name and your date of birth. Follow the prompts and answer each question. Once your juror information form and supplemental questionnaire have been completed and submitted electronically, you are done. It is not necessary for you to mail the paper copies. In the event you are unable to complete your forms online, be sure to fill out and return the paper forms to the Court.

NOTIFICATION OF JURY SERVICE - PLEASE READ CAREFULLY:

Enclosed you have received your initial summons and written notice to appear for jury duty. Please review the enclosed summons carefully. On the summons you will find a 9-digit participant number, which is located directly to the right of the bar code. This 9-digit participant number is **EXTREMELY** important as you must have this number when calling our jury notification system for reporting instructions. The enclosed written notice gives you specific instructions on when to begin calling our jury notification system for reporting instructions. This written notice will be the **ONLY** written notice you will receive during your term as a juror. **Thereafter, all reporting instructions will be obtained through your calling of the jury notification system. You must call as instructed.** The jury notification system is available 24 hours a day and will advise you of reporting dates, cancellations or continuances and will provide specific instructions for further call-in dates. The telephone number for the voice notification system is **1-800-860-8044**. In the event of an emergency or malfunction of the jury notification system,

Peoria Division
100 N.E. Monroe St.
Room 309
Peoria, IL 61602
309.671.7117

Urbana Division
201 S. Vine St.
Room 218
Urbana, IL 61802
217.373.5830

Springfield Division
600 E. Monroe St.
Room 151
Springfield, IL 62701
217.492.4020

Rock Island Division
211 19th St.
Room 203
Rock Island, IL 61201
309.793.5778

you should call the Jury Clerk at one of the divisional offices listed below, weekdays from 8:00 a.m. to 5:00 p.m.

Failure to report as ordered could result in the issuance of a notice for you to appear before the Court and show cause why you should not be held in contempt for failure to appear. It is **VERY IMPORTANT** that you call as instructed. If you fail to call the jury notification system and appear unnecessarily, you will **not** be paid for that appearance. In addition, failure to call the jury notification system does not constitute a valid reason for non-appearance and could result in issuance of a notice to appear as set forth above.

REQUESTS FOR TEMPORARY OR PERMANENT EXCUSE FROM SERVICE:

The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your term, these absences **do not** constitute a valid reason for being excused from the entire term. Please complete the temporary excuse/vacation/business trip form included in this packet and return it with your juror information form. When requesting a temporary absence, you must make the request a minimum of **five (5) days in advance** of the date(s) you need to be excused. If you know the dates, you should include them on the temporary excuse/vacation/business trip form included in this packet and return it with your Juror Information Form.

COURTHOUSE SECURITY:

Everyone who enters the Courthouse must have a photo identification and must pass through a magnetometer, which senses metal. To expedite going through the security check station, please have your ID available and do **NOT** bring the following items with you (this list is by no means totally inclusive): **CELL PHONES**, electronic devices, palm pilots, pagers, any and all knives, mace or pepper spray, footwear with safety steel toes, scissors, knitting or crochet needles, box or letter openers, and large amounts of jewelry.

JUROR FEES:

You will receive an attendance fee of **\$40.00** per day plus mileage at the rate of .565 cents per mile round trip. Each juror is required to report his/her one way mileage on their first appearance. If you live **fifty (50)** miles or more from the court and choose to spend the night, there is an additional subsistence fee per day. See our website for specific subsistence fees. Jurors are responsible for providing the clerk with the **original itemized hotel bill**. Please check with the clerk's office for more information on overnight travel. Attendance fees are considered taxable income. However, mileage and subsistence fees are not. You may deduct any expenses involved (i.e. babysitting costs). You will need to keep a record of the fees you receive as no tax has been withheld, and as a general rule **no W-2 forms are furnished**. If however, you should earn more than \$600, this office will prepare a 1099 income tax form to be submitted to the IRS. A Federal Government Employee is not entitled to an attendance fee unless that person is in non-pay status during all or part of his/her jury service. If you are a Federal Employee, please notify the Clerk's Office on your first appearance. This does not apply to postal employees. Attendance slips are provided daily at the juror's request.

Please mark your calendar to call the jury notification system on the date and time shown on your summons. If you have any questions, please contact the Jury Clerk at one of the numbers listed below.

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